



Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

Contents

Context	3
Possible Outcomes of Appeals	3
Key Dates	3
Stage One – Centre Review	4
Administering Review Requests: Stage One – Centre Review.....	5
Stage Two – Appeals to the Awarding Organisation	5
Administering Review Requests: Stage Two - Appeals to the Awarding Organisation	6
Reporting of Appeals Outcomes	7
Complaints	7
Autumn Series of Examinations	8
Student Request Form for Centre Reviews and Appeals to Awarding Organisations - Important information for students	9
Stage one – Centre Review	10
Part A. Student request	10
Part B. Centre Review Outcome	11
Stage Two – Appeal to Awarding Organisation	12

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

Context

Due to the exceptional circumstances in place since the start of the pandemic, in March 2021 the decision was made that responsibility for calculating grades for students would be given to schools rather than students being assessed via external exams in Summer 2021.

Ashmole Academy has applied a rigorous, evidence-based process to ensure that student grades are a fair reflection of the level of knowledge and skills that each student has demonstrated. The Teacher Assessed Grade has been subject to an internal quality assurance process after which the awarding bodies have conducted their own external quality assurance procedure.

Following the issue of results for A Level or BTEC Level 3 on 10th August 2021 and GCSE on 12th August 2021, students have the right to appeal.

The full JCQ guidance on appeals can be found on the 'Exams' page of the Ashmole Academy website.

Possible Outcomes of Appeals

Candidates must understand before they decide to submit an appeal that it will lead to one of three outcomes. On review of the evidence, the grade can be increased, the grade can remain the same or the grade can be lowered.

The appeals process has two stages, stage one being the Centre Review and stage two being the Appeal to the Awarding Organisation.

In order to decide whether to request a review, students will have access to the following information:

- a. the centre policy (*available on the school website under 'Exams'*)
- b. the sources of evidence used to determine their grade, along with the grades associated with them (*these will be issued to students alongside results statements*)
- c. details of whether mitigating circumstances have been considered in determining their grade (*this will be indicated on the results statement if it is applicable and has been applied*)

Key Dates

All requests for a Stage One - Centre Review or a Stage Two - Appeal to the Awarding Organisation, including those from Private Candidates, must be made directly to Ashmole. Candidates cannot make an appeal directly to the examination board as the centre which submitted the grade(s) must conduct the review or submit the appeal.

All requests for appeals must be made by the candidate to the centre according to the following deadlines:

- Stage One – Priority Centre Review – deadline for submission: **12 noon Thursday 12th August 2021**

The outcome of the Priority Centre Review will be issued to candidates by the end of the day on Monday 16th August 2021.

NB: Priority reviews – these are for students applying to higher education who did not attain their firm choice, i.e. the offer they accepted as their first choice, and wish to appeal an A level or other Level 3 qualification result. **All other requests** fall into a non-priority review category.

- Stage Two – Priority Appeal to the Awarding Organisation – Deadline for submission: **9am Wednesday 18th August 2021.**

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

If, after a Priority Centre Review, the centre finds no grounds to support an appeal but the candidate wishes to continue with the process, the candidate must submit a request for a priority appeal. A second form will need to be completed and submitted by the above deadline. Failure to meet this deadline will mean that the appeal request will not be submitted to the awarding organisations in time to meet their priority review deadline.

- Non-Priority Reviews – Deadline for submission, **Friday 3rd September 2021** (all other cases)

Non-priority review requests will be processed from 1st September. All requests must be submitted by the deadline above. A failure to meet the deadline will mean that the review cannot be processed.

Stage One – Centre Review

Any student, including a Private Candidate, may submit a request for a Centre Review on the grounds that the centre has:

- failed to follow its procedures properly or consistently in arriving at that result

or

- made an administrative error in relation to the result

Candidates need to submit a Centre Review form (Appendix B) by the required deadline in order for the request to be considered. When submitting the form, candidates need to include:

- a. candidate name and the qualification which is the subject of the review
- b. the UCAS personal ID (for priority appeals)
- c. the grade being challenged
- d. the reason for the review. This should include an outline of how, in the candidate's view:
 - i. the centre failed to follow its procedures properly and consistently and why that failure was important in determining the grade;and/or
 - ii. the administrative error the centre made and the difference this made to the determination of the grade
- e. a signature to confirm that candidates understand that the process of submitting a review could result in their grades being raised, remaining the same or being lowered.

The outcome of the Stage One - Centre Review will be reported to the candidate and to the relevant examination body if a change in grade is required.

N.B. Requests for appeals on the grounds of academic judgement (unreasonableness) will only be considered by awarding organisations at a Stage Two Review and not by the academy. In these cases, an initial Stage One - Centre Review must still have been completed to ensure that the centre has not made any procedural or administrative errors. Academic judgements made by the centre will not be reviewed during the Centre Review stage.

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

Administering Review Requests: Stage One – Centre Review

Although Ashmole Academy will have undertaken robust internal checks and a quality assurance exercise to ensure the grades submitted to awarding organisations are correct, there is always a small possibility that a procedural or administrative error is identified.

During the review, the centre will consider the following before making its judgement:

- a. the reason presented by the student for the review, where this has been specified, and any evidence provided by the student about issues that were not known about at the time the grade was determined
- b. the centre's approved policy and whether it was followed properly and consistently
- c. the evidence which was used to determine the student's grade
- d. any relevant assessment records detailing for the student any amendments to the range of evidence used for the cohort and, where applicable, steps taken to address any known mitigating circumstances/special consideration or approved access arrangements/reasonable adjustments
- e. a record that the grades had been signed off by at least two teachers in the subject, one of whom was the head of department/subject lead or Head of Centre where there was only one teacher in the department/subject
- f. the record, where it exists, of any relevant pre-results communications between the centre and student (for example, where a student has raised mitigating circumstances earlier in the process)
- g. relevant centre administration records

In cases where the centre determines that there has not been a procedural failure or an administrative error, this outcome will be reported to the student.

If the centre considers that there has been a procedural failure or administrative error, a decision will be made as to whether this affected the grade submitted to the awarding organisation. The resulting outcome may be that the grade is raised, stays the same or is lowered, depending on the impact of the error or failure. In such instances, the outcome will be reported to the awarding organisation. In cases where the awarding organisation disagrees with the centre's decision to amend a grade as the result of a review and considers it inappropriate to do so, or considers a different grade to be appropriate, the awarding organisation will clearly communicate its reasons to the centre. The centre will not review its academic judgements during the Centre Review stage.

A student may submit a request for a review but subsequently decide they wish to withdraw it. They should be allowed to do so as long as no finding has been made. A Centre Review application cannot be withdrawn once a finding has been made.

The centre will keep a record of all review applications received, and the outcomes of those reviews.

Stage Two – Appeals to the Awarding Organisation

Any student, including a Private Candidate, who considers that there has been a procedural error, an administrative error or that their grade reflects an unreasonable exercise of academic judgement, either because of the way that the grade has been determined and/or the selection of the evidence, may submit a request for an awarding organisation appeal after they have received the outcome of their Centre Review and after the publication of results. A form will be provided for this purpose alongside the issue of results

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

(See Appendix C). All other communications regarding the appeals process will be made via appeals@ashmoleacademy.org.

When considering an appeal, the awarding organisation will consider the factors raised by the appeal and attach such weight to them as it considers appropriate. As the Teacher Assessed Grade is holistic in nature, the awarding organisation's independent reviewer will take a similarly holistic approach to their decision-making. The purpose of the independent review is not to review the marking of individual assessments. The independent reviewer will consider whether the original Teacher Assessed Grade decision was reasonable on its own terms, not if any alternative proposition for the Teacher Assessed Grade or evidence put forward by the student, would be a more appropriate exercise of academic judgement. There may be a difference of opinion as to the assessed grade without there being an unreasonable exercise of academic judgement. The reviewer will only conclude that there has been an unreasonable exercise of academic judgement if the Teacher Assessed Grade was clearly wrong – i.e. there was no basis upon which the grade could properly have been given.

The awarding organisation will report the outcome to Ashmole, with the reasons for its decision. The outcome of the Stage Two review will be reported to the candidate promptly.

Administering Review Requests: Stage Two - Appeals to the Awarding Organisation

Once a Stage One – Centre Review has been submitted and considered, regardless of whether or not a procedural or administrative failure was found, and whether or not the grade changed as a result, all students have the right to submit an appeal to the awarding organisation as the next stage in the process. Each awarding organisation will have a system for submission of appeals. Students need to submit a Stage Two – Appeals to the Awarding Organisation form (Appendix C). Depending on the nature of the appeal, students will need to address the reason for submitting the review form by supplying the information below:

- a. what the candidate considers the centre failed to do, why that was a failure to follow the centre's procedures, and why that failure was important to the determination of the Teacher Assessed Grade
- b. in what way they consider the awarding organisation made an administrative error, and what difference it made to the determination of the Teacher Assessed Grade
- c. in what way they consider there was an unreasonable exercise of academic judgement:
 - i. in the selection of evidence used to determine the Teacher Assessed Grade
 - ii. in the determination of a Teacher Assessed Grade from the selected evidence.

Where a student submits an appeal on more than one ground the appeal process is likely to take longer.

The nature of the grounds of appeal will determine whether any additional rationale is required:

- appeals made on the grounds of a general procedural check or on the grounds that there has been an unreasonable exercise of academic judgement in the determination of the grade from the evidence **do not** require submission of an explanation
- appeals made on the grounds of a procedural check in relation to mitigating circumstances or access arrangements/reasonable requirements **do** require submission of an explanation
- appeals made on the grounds of an unreasonable exercise of academic judgement in the choice of evidence from which to determine the grade **do** require an explanation of the student's concerns
- appeals made on the grounds of an administrative error **do** require an explanation of the perceived error.

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

Once the centre has submitted the appeal to the awarding organisation, it will confirm to the student that it has done so. When an application for an appeal is received, the awarding organisation will decide whether it will be accepted for evaluation or not.

The decision whether to accept the application for an appeal is based on:

- a. whether the grounds of appeal are within the remit of the appeals process (where a rationale is required)
- b. whether a centre review has been completed
- c. the timing of the application in relation to the published deadlines for submitting appeals
- d. whether the student has confirmed that they consent to their grade being raised, lowered or staying the same.

A student may submit a request for an appeal but subsequently decide they wish to withdraw it. Awarding organisations will accept requests for appeals to be withdrawn as long as no finding has been made. An application for an awarding organisation appeal cannot be withdrawn once a finding has been made.

Reporting of Appeals Outcomes

As a result of the appeal, the case will either be rejected (disallowed) or upheld (allowed) in whole or in part. The fact that an appeal has been upheld (allowed) will not necessarily result in a grade change for the student.

Where the awarding organisation:

- identifies a procedural error

or

- finds alternative evidence should have been included in the range of evidence and that this may have impacted the Teacher Assessed Grade, they will report these findings to the centre and direct them to review the Teacher Assessed Grade.

The centre must then inform the awarding organisation if it believes there should be a change to the grade. An awarding organisation may impose a change to the grade. Appeals made on the grounds of procedural error will be evaluated by a staff member or an independent reviewer appointed by the awarding organisation. Following final quality assurance checks, where it considers it appropriate to do so, the awarding organisation will make the grade amendment and report the outcome of the appeal, with reasons for its decision, to the centre.

Where an unreasonable exercise of academic judgement is identified by the awarding organisation, the independent reviewer will determine the alternative grade. The awarding organisation will then report the revised grade and outcome of the appeal, with reasons, to the centre. The centre must share the outcome of the awarding organisation appeal, and where appropriate the next stage of the process, with the student promptly.

Complaints

The centre's complaints policy can be found on the school website.

Post Result Procedures & Appeals Policy for GCSE & A Levels Summer 2021

Autumn Series of Examinations

Students are permitted to take a resit exam in the autumn term of 2021.

The exam boards have announced that a full series of exams will be available, which will take place from 4th – 22nd October for A Levels and 15th November – 3rd December for GCSE exams (NB: standard GCSE English language and maths will take place between 1st and 9th November).

Any student considering this option should email exams@ashmoleacademy.org with the subject line *Autumn Exam Series* for further details. Note that any entries for the Autumn series need to be submitted by **2nd September for A Levels and 16th September for GCSE exams*** in order to be accepted by the exam boards.

(*the deadline for entries in GCSE English Language and maths will be 1st October)

Student Request Form for Centre Reviews and Appeals to Awarding Organisations - **Important information for students**

What may happen to your grade during the centre review and appeals process?

If you request a centre review or an awarding organisation appeal there are three possible outcomes:

- Your original grade is **lowered**, so your final grade will be lower than the original grade you received.
- Your original grade is **confirmed**, so there is no change to your grade.
- Your original grade is **raised**, so your final grade will be higher than the original grade you received.

Once a finding has been made you cannot withdraw your request for a centre review or appeal. If your grade has been lowered you will not be able to revert back to the original grade you received on results day.

What will be checked during a centre review?

You can ask Ashmole to check whether it made a **procedural error**, an **administrative error**, or both.

A procedural error means a failure to follow the process set out in the centre policy. An administrative error means an error in recording your grade or submitting your grade to the awarding organisation.

You must request a centre review before you can request an awarding organisation appeal. This is so the awarding organisation is certain that your grade is as the centre intended.

What will be checked during an awarding organisation appeal?

You can ask the awarding organisation to check whether the centre made a **procedural error** - or whether the awarding organisation itself made an **administrative error**. You can also ask the awarding organisation to check whether the **academic judgement** of the centre was unreasonable, either in the selection of evidence or the determination of your grade.

When do I need to submit my request?

You should submit a request for a centre review by **12 noon on Thursday 12th August 2021 for a priority appeal**, or by **3rd September 2021 for non-priority appeals**. This must be done using the form via the link provided with your results slip. Failure to submit your request via the form will mean that your request will not be processed.

Once you have received the outcome of your centre review, if you wish to request an awarding organisation appeal you should do so as soon as possible. Ashmole will submit this on your behalf. Requests for a priority appeal should be submitted by **9am on Wednesday 18th August 2021** and requests for non-priority appeals should be submitted by **17th September 2021**. Priority appeals that aren't submitted by this deadline will still be treated as a priority but they may not be completed in time for those with a higher education place dependent on the outcome of the appeal.

You will be provided with a link to submit an appeal request and must make your request via this method to ensure that your appeal request is processed.

What is a priority appeal?

A priority appeal is **only** for students applying to higher education who did not attain their firm choice (i.e. the offer they accepted as their first choice) and wish to appeal an A level or other Level 3 qualification result. You should inform your intended higher education provider that you have requested a centre review or appeal.

What is your UCAS personal ID and why is it needed?

Your UCAS personal ID is the 10 digit code included in all correspondence from UCAS. This is needed to confirm that your place is dependent on the outcome of the appeal.

Appendix B – Centre Review Form

Stage one – Centre Review

Part A. Student request

This section is to be completed by the student. A request for a centre review must be submitted to the centre, not the awarding organisation. A centre review must be conducted before an appeal to the awarding organisation. This is so the awarding organisation is certain that your grade is as the centre intended.

Centre Name		Centre Number	
--------------------	--	----------------------	--

Student Name	Candidate Number
---------------------	-------------------------

Qualification title e.g. AQA GCSE English Language			
Teacher Assessed Grade issued			
Is this a priority appeal? A priority appeal is only for students applying to higher education who did not attain their firm choice and wish to appeal an A level or other Level 3 qualification result.	Choose an item.	If Yes provide your UCAS personal ID e.g. 123-456-7890	

Grounds for centre review Please tick one or both of the options if they apply to your request. If you don't think either apply, your centre will still conduct a review for administrative and procedural errors so the awarding organisation can be certain that your grade is as the centre intended.			
Administrative Error by the centre e.g. the wrong grade/mark was recorded against an item of evidence	<input type="checkbox"/>	Procedural Error by the centre e.g. a reasonable adjustment / access arrangement was not provided for an eligible student	<input type="checkbox"/>

Supporting evidence Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade. There is a 5,000 character limit.

Acknowledgement I confirm that I am requesting a centre review for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above. In submitting this review, I am aware that:		
<ul style="list-style-type: none"> • The outcome of the review may result in my grade remaining the same, being lowered or raised • The next stage (Stage Two, the appeal to awarding organisation) may only be requested once the centre review (Stage One) has been requested and concluded. 		
Student Name	Student Signature	Date
_____	_____	_____

Appendix B – Centre Review Form

Part B. Centre Review Outcome

This section should be completed by the centre and shared with the student as a record of the outcome of the centre review.

Centre Review Outcome			
Please tick the outcome of the review and then record the original grade and the revised grade if applicable.			
Upheld	<input type="checkbox"/>	Not upheld	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Original Teacher Assessed Grade		Revised Teacher Assessed Grade if applicable	

Information considered by the centre
Please provide a short explanation of the evidence that you have reviewed. There is a 5,000 character limit.

Rationale for the outcome of the centre review
Outline the centre's findings from the centre review e.g. procedural or administrative error and if relevant, details of the error. There is a 5,000 character limit.

Authorisation and dates of next stages			
Please complete the boxes as appropriate. Boxes 1 and 2 must be completed in every case. Boxes 3 and 4 need only be completed when requesting a grade change.			
1. Date that the decision and rationale was issued to student		2. Date student informed of how to proceed to stage 2 (appeal to awarding organisation)	
3. Confirmation that a senior leader has authorised any grade change		4. Date that grade change is submitted to awarding organisation	

Appendix C – Appeals to Awarding Organisations Form

Stage Two – Appeal to Awarding Organisation

This section is to be completed by the student. Ashmole will then submit it to the awarding organisation.

Grounds for appeal	
Please tick the grounds upon which you wish to appeal	
1. Administrative error by the awarding organisation	<input type="checkbox"/>
2. Procedural issue at the centre	
a. Procedural Error	<input type="checkbox"/>
b. Issues with access arrangements / reasonable adjustments and/or mitigating circumstances	<input type="checkbox"/>
3. Unreasonable exercise of academic judgement	
a. Selection of evidence	<input type="checkbox"/>
b. Determination of Teacher Assessed Grade	<input type="checkbox"/>

Evidence to support an appeal
Please provide a short explanation of what you believe went wrong and how you think this has impacted your grade where that relates to your chosen ground for appeal. In some cases, you must provide a clear reason but it doesn't have to be lengthy.
1. Administrative error by the awarding organisation
You must provide a clear explanation. There is a 5,000 character limit.
2. (a) Procedural Error
This is when the centre made a procedural error that has not been corrected at Stage One or the centre did not conduct its review properly and consistently. If you can, please add a further explanation below or alternatively refer to the information that you have already provided above. There is a 5,000 character limit.
2. (b) Issues with access arrangements / reasonable adjustments and/or mitigating Circumstances
You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
3. (a) Selection of evidence
You must provide a clear explanation of what you believe went wrong and how you think this has impacted on your grade. There is a 5,000 character limit.
3. (b) Determination of the Teacher Assessed Grade
You can provide a short explanation of the reason for your appeal if you want to. There is a 5,000 character limit.

Appendix C – Appeals to Awarding Organisations Form

Acknowledgement

I confirm that I am requesting an appeal for the qualification named above and that I have read and understood the information provided in the 'Important information for students' section above.

I am aware that:

- The outcome of the appeal may result in my grade remaining the same, being lowered or raised
- I understand that there is no further opportunity to appeal to the awarding organisation and that the next stage would be to contact the regulator. The awarding organisation will include the next appropriate steps, where applicable, in their appeal outcome letter which will be sent to me by Ashmole.

Student Name

Student Signature

Date
